

Ton Duc Thang University CENTER FOR APPLIED INFORMATION TECHNOLOGY



Course Lecture

MOS WORD 2016

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- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

Chapter 4

INSERTING AND FORMATTING OBJECTS IN A DOCUMENT

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

4.9 Create and modify Headers and Footers

Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

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4.8 Insert Cover pages

1/. Insert a cover page

2 File Home **Insert** 1 Design Layout References Mailings Review

Cover Page

Austin Banded Facet

[DOCUMENT TITLE]

[DOCUMENT TITLE]

[DOCUMENT TITLE]

Filigree Grid Integral

[Document title]

[Document title]

[Document title]

3 Select type

Ion (Light) Motion

4 Enter contents and fields on the page

More Cover Pages from Office.com

Remove Current Cover Page

Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

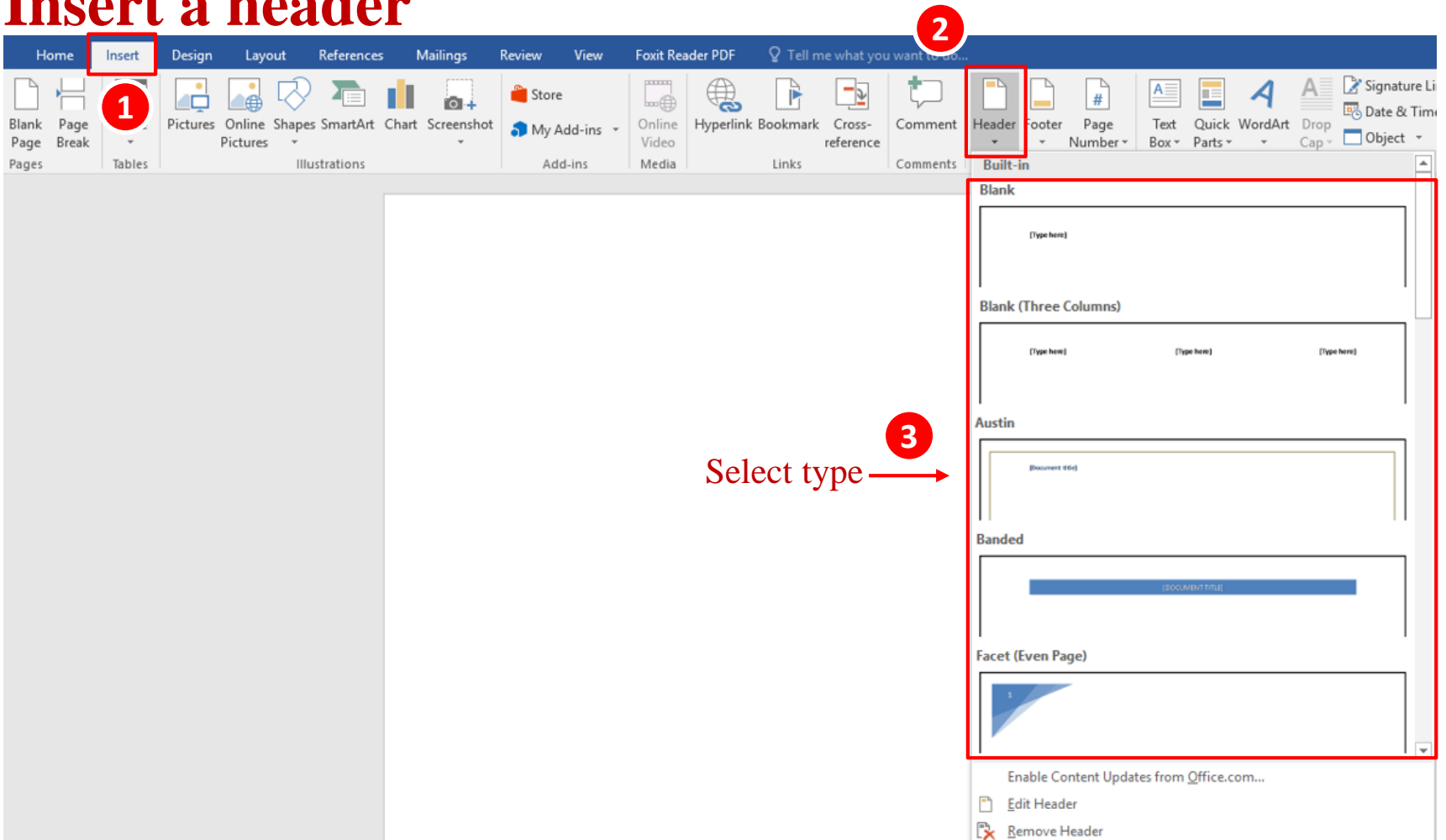
4.9 Create and modify Headers and Footers

4.9 Create and modify Headers and Footers

1/. Create and modify Headers and Footers

1- Create and modify Headers and Footers

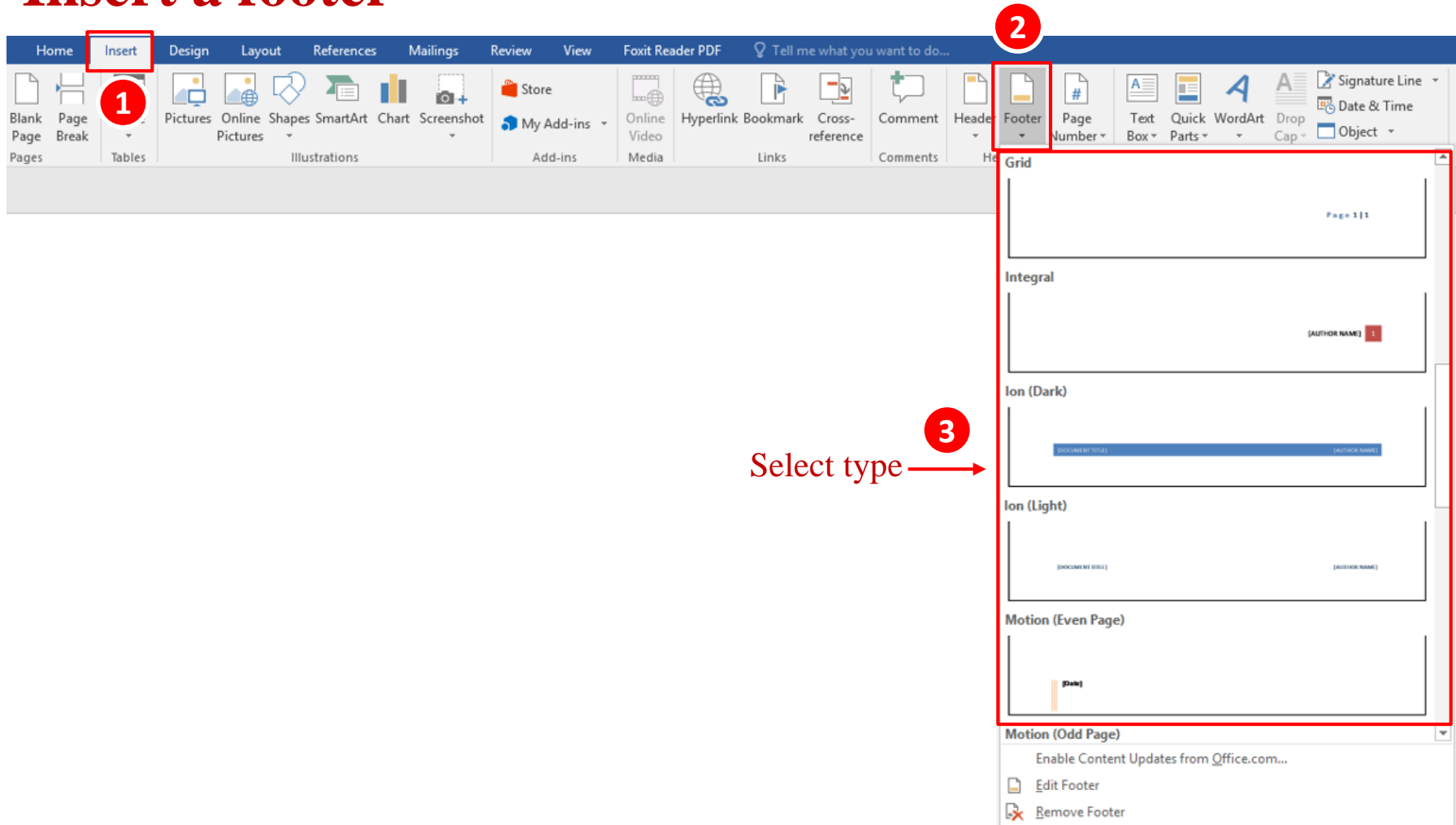
- Insert a header



The screenshot illustrates the steps to insert a header in Microsoft Word. The **Insert** tab is selected on the ribbon, indicated by a red circle with the number 1. The **Header** button in the ribbon is highlighted with a red circle with the number 2. A dropdown menu is open, showing various header styles: **Blank**, **Blank (Three Columns)**, **Austin**, **Banded**, and **Facet (Even Page)**. A red circle with the number 3 is placed over the text "Select type" with an arrow pointing to the dropdown menu. At the bottom of the dropdown menu, there are links to "Enable Content Updates from Office.com...", "Edit Header", and "Remove Header".

1- Create and modify Headers and Footers

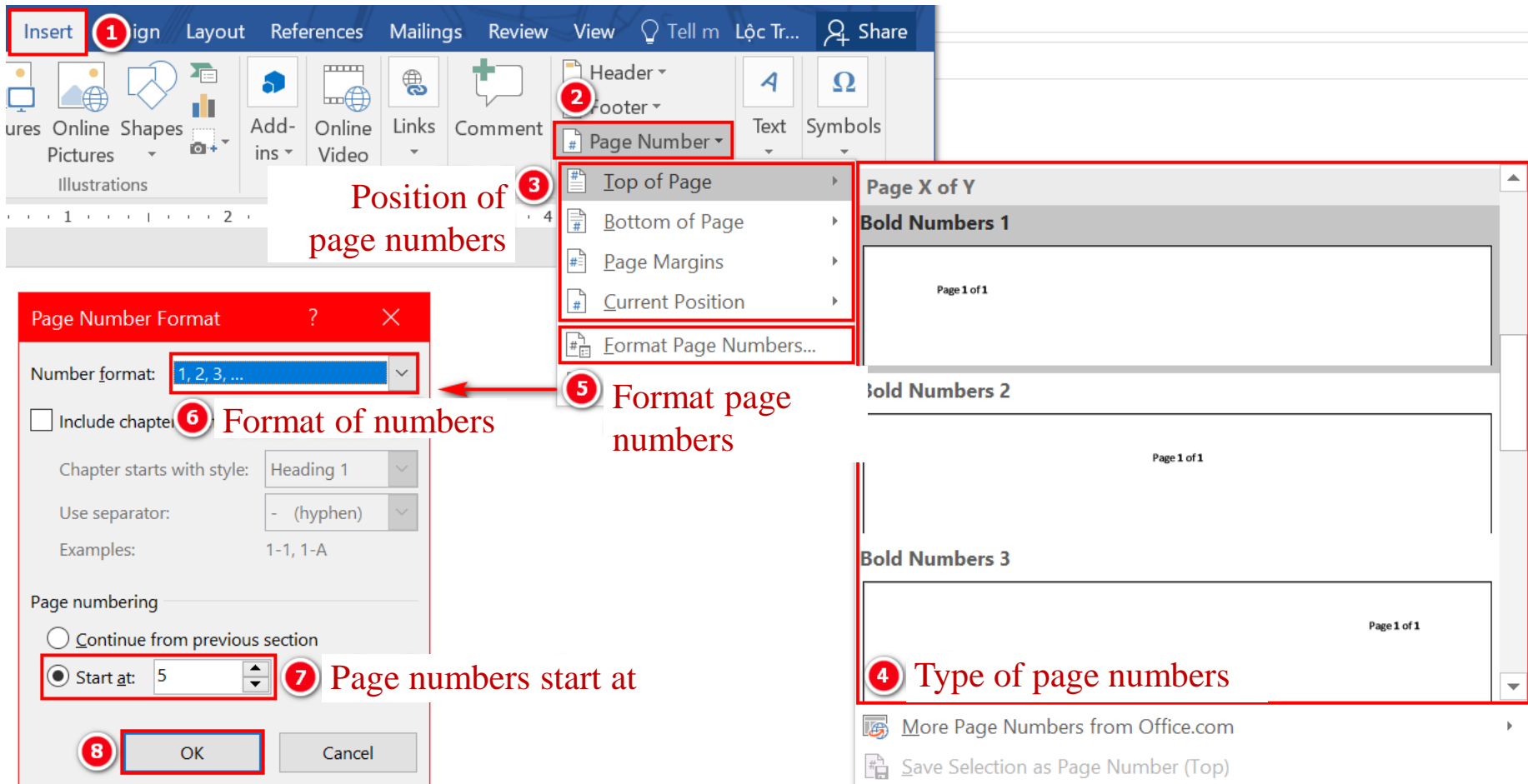
- Insert a footer



The screenshot shows the Microsoft Word ribbon with the **Insert** tab selected. A red box labeled '1' highlights the **Insert** tab. Another red box labeled '2' highlights the **Footer** dropdown menu. A third red box labeled '3' highlights the **Footer** dropdown menu options, which include **Grid**, **Integral**, **Ion (Dark)**, **Ion (Light)**, **Motion (Even Page)**, and **Motion (Odd Page)**. A red arrow labeled 'Select type' points to the **Footer** dropdown menu.

1- Create and modify Headers and Footers

• Insert/Format page numbers



1 Insert

2 Header > Footer > Page Number

3 Position of page numbers

4 Type of page numbers

5 Format page numbers

6 Format of numbers

7 Page numbers start at

8 OK

Page Number Format

Number format: 1, 2, 3, ...

☐ Include chapter numbers

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

☐ Continue from previous section

☒ Start at: 5

OK Cancel

Page X of Y

Bold Numbers 1

Page 1 of 1

Bold Numbers 2

Page 1 of 1

Bold Numbers 3

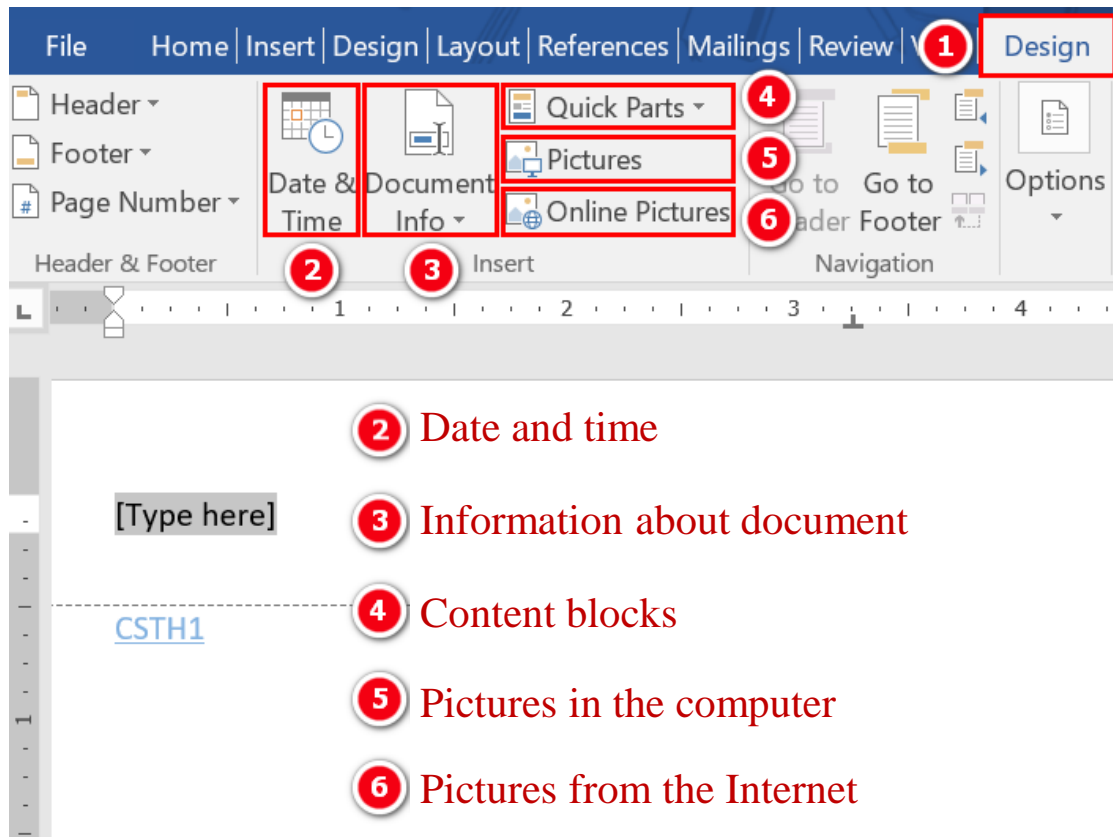
Page 1 of 1

More Page Numbers from Office.com

Save Selection as Page Number (Top)

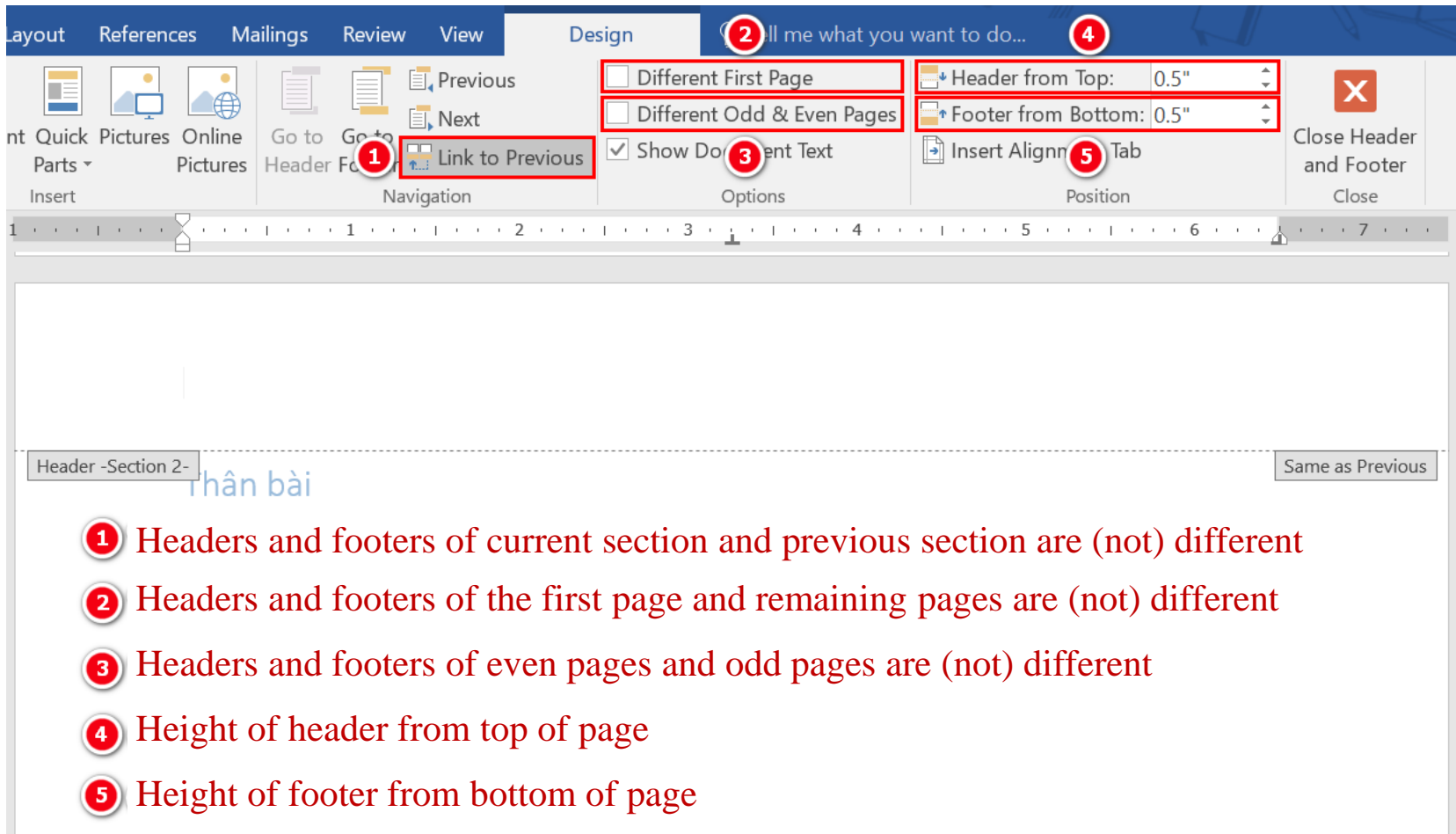
1- Create and modify Headers and Footers

- Insert elements into headers and footers



1- Create and modify Headers and Footers

• Some settings for headers and footers

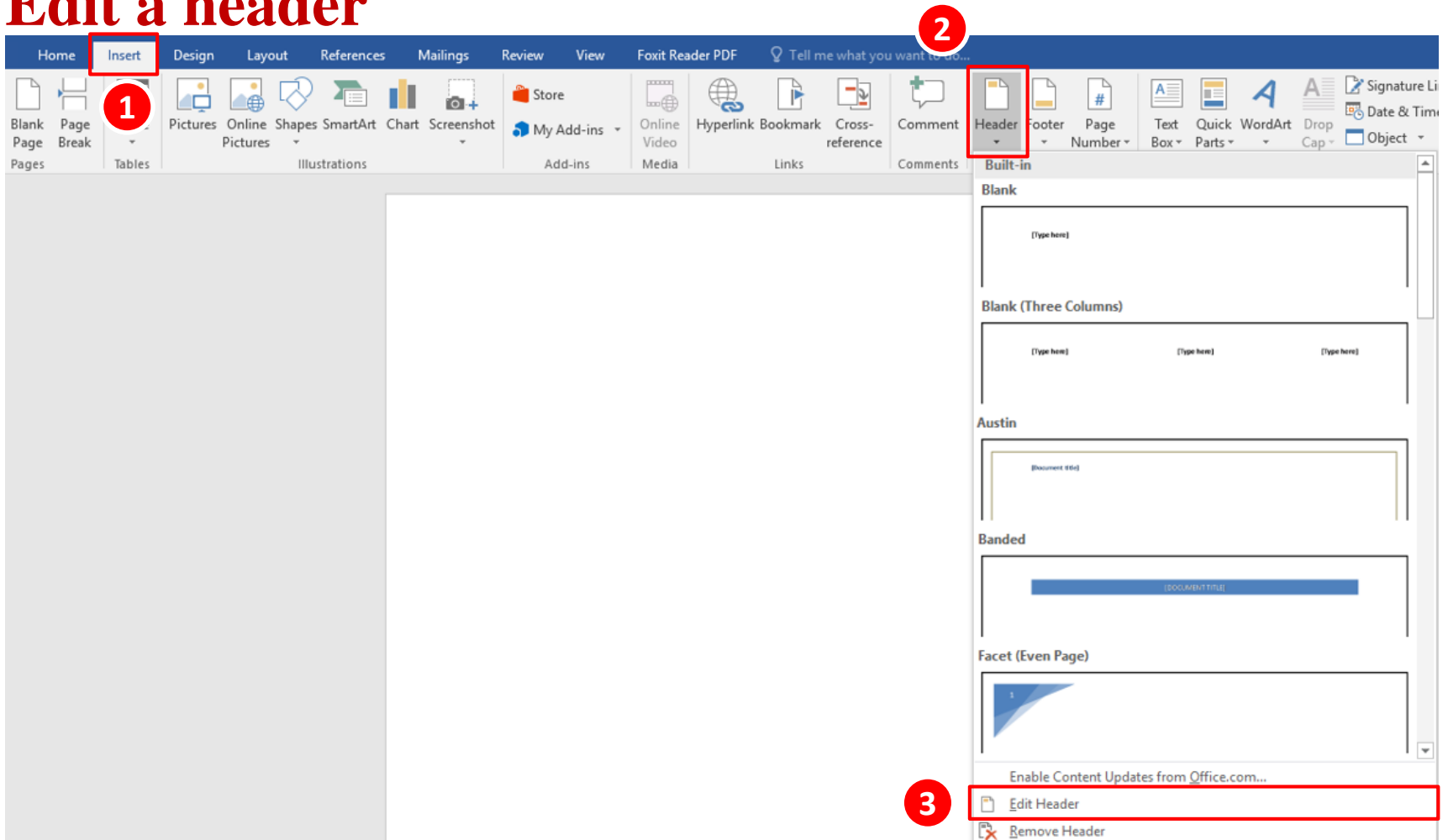


The screenshot shows the 'Design' tab in Microsoft Word, specifically the 'Header & Footer' group. The ribbon is divided into several sections: 'Navigation' (with 'Link to Previous' highlighted by a red box and a red circle with the number 1), 'Options' (with 'Different First Page', 'Different Odd & Even Pages', and 'Show Document Text' highlighted by red boxes and red circles with numbers 2, 3, and 4 respectively), and 'Position' (with 'Header from Top' and 'Footer from Bottom' highlighted by red boxes and red circles with numbers 4 and 5 respectively). A 'Close Header and Footer' button is also visible. Below the ribbon, the document content is shown with a header section labeled 'Header -Section 2-' and a footer section labeled 'Same as Previous'.

- ① Headers and footers of current section and previous section are (not) different
- ② Headers and footers of the first page and remaining pages are (not) different
- ③ Headers and footers of even pages and odd pages are (not) different
- ④ Height of header from top of page
- ⑤ Height of footer from bottom of page

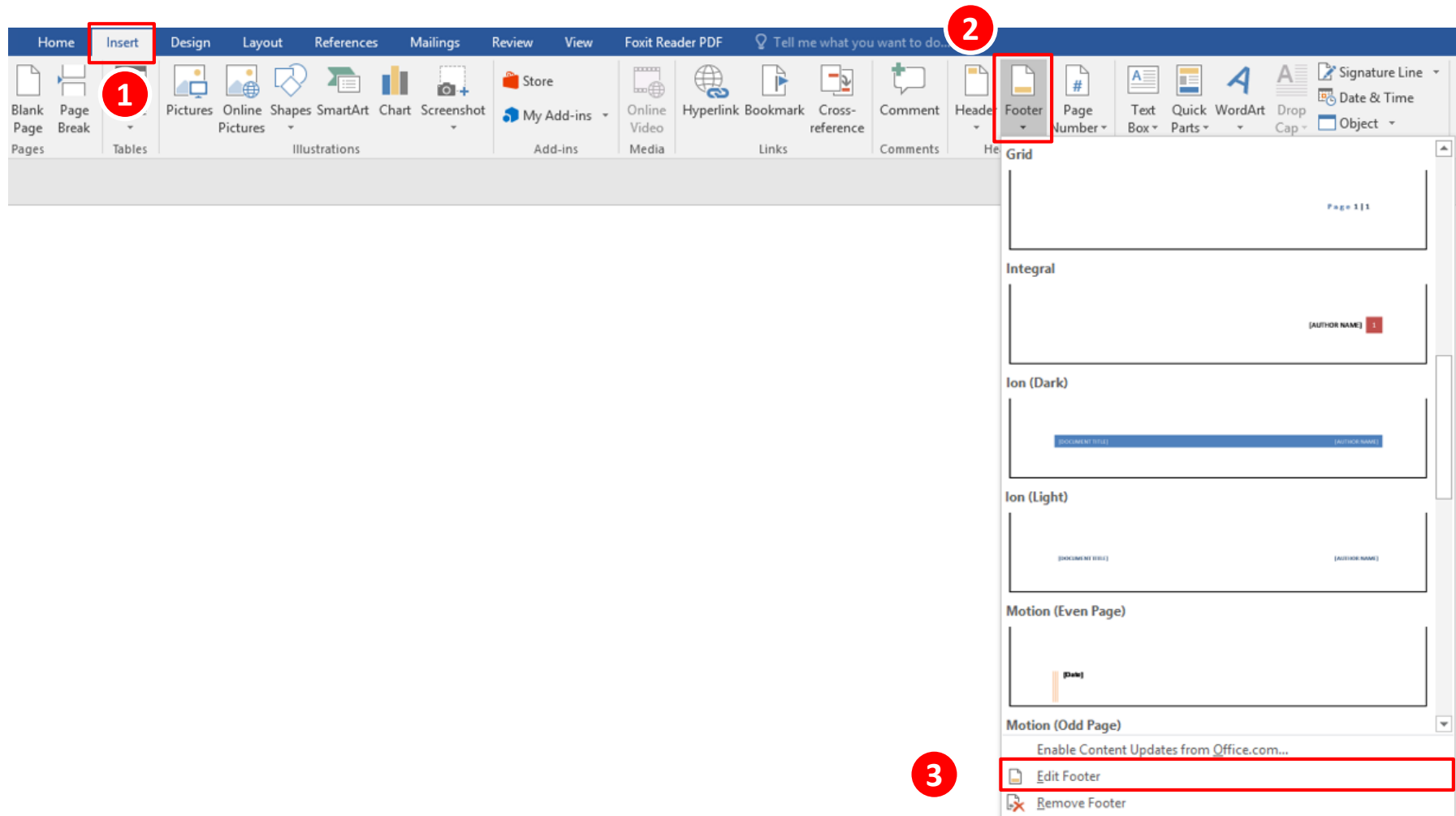
1- Create and modify Headers and Footers

- Edit a header



1- Create and modify Headers and Footers

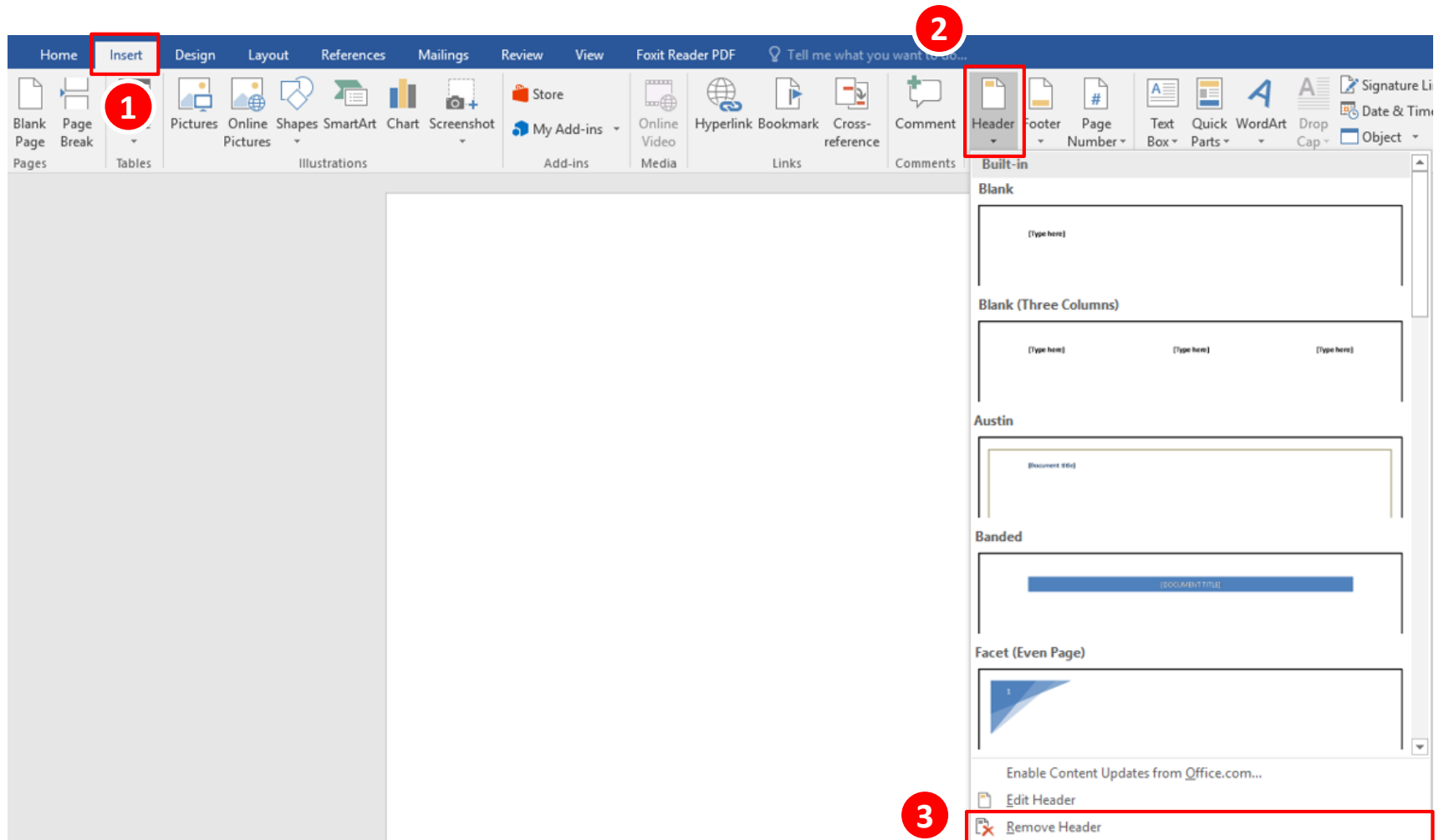
- Edit a footer



The screenshot shows the Microsoft Word ribbon with the **Insert** tab selected. A red box labeled '1' highlights the **Insert** tab. Another red box labeled '2' highlights the **Footer** button in the **Page Number** group. A third red box labeled '3' highlights the **Edit Footer** option in the dropdown menu that appears when the **Footer** button is clicked. The dropdown menu also shows other options like **Grid**, **Integral**, **Ion (Dark)**, **Ion (Light)**, **Motion (Even Page)**, **Motion (Odd Page)**, **Edit Footer**, and **Remove Footer**.

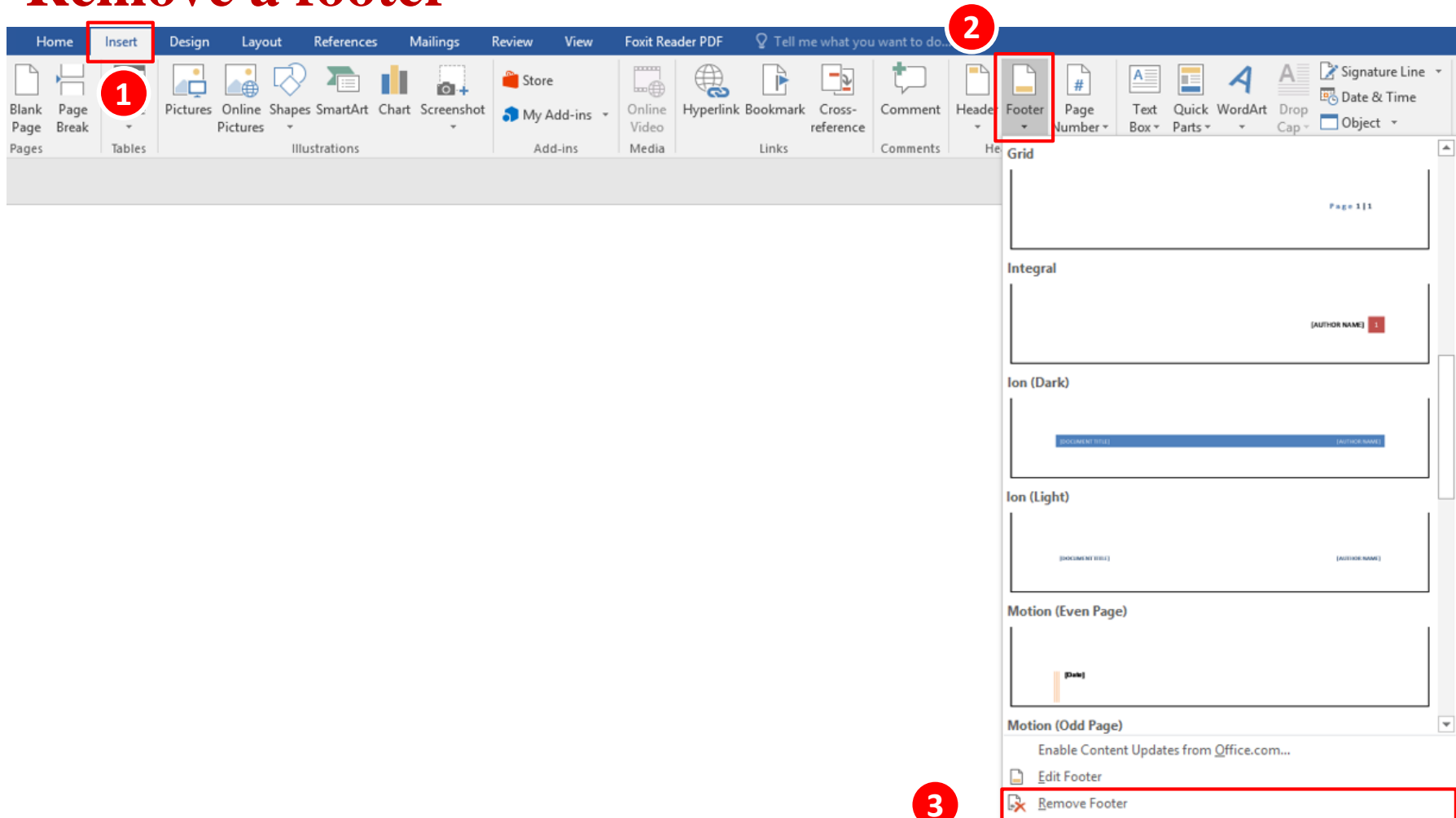
1- Create and modify Headers and Footers

- Remove a header



1- Create and modify Headers and Footers

- Remove a footer



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